



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
kareni@spiritlakenation.com

Job Title:	Adult Criminal Court Public Defender	Open Date:	September 19, 2019
Program:	Spirit Lake Tribal Court	Close Date:	Until Filled

Position Objective: The Spirit Lake Tribe is seeking a qualified attorney to carry out the duties of the Tribal Public Defender for the Spirit Lake Tribal Court. In addition to considering applications from individual attorneys, the Tribe is interested in and will consider proposals from law firms that would have one or more attorneys available to provide such services.

Major Duties & Responsibilities

- Represent individual Tribal members who are defendants in criminal proceedings before the Spirit Lake Tribal Court and who are indigent and qualify for representation by a Tribal Public Defender under standards and criteria developed by the Tribe for such assistance. Advises and represents such Tribal members in all phases of criminal proceedings before the Spirit Lake Tribal Court including appeals.
- Draft legal documents including memoranda, motions, briefs, court orders as directed; prepare and present testimony and arguments on behalf of clients.
- As directed, assist in preparing policies and guidelines to provide proper procedures for carrying out the Tribal Public Defender's duties and responsibilities; assist in the development of budgets for the work of the Tribal Public Defender;
- Meet with the Tribal Council or the Spirit Lake Law and Order Committee when necessary and appropriate;
- Preserve and uphold the Spirit Lake Tribe Constitution and By-Laws, Law and Order Code, Tribal jurisdiction, ordinances and resolutions and all applicable federal laws.

The responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. All of the duties listed above may not be assigned, nor do the examples cover all duties which may be assigned.

Qualifications, experience, and education required:

- J.D. Degree from an accredited law school
- A member in good standing with any state bar or federal court, or must be able to pass any state bar exam within one (1) year of hiring. Admitted or eligible for admission to practice in the Spirit Lake Tribal Court.
- Demonstrated competency in criminal procedure and trial advocacy.
- Must demonstrate a knowledge and understanding of legal issues specific to tribal communities including tribal sovereignty and the criminal jurisdictional framework regarding tribal, federal and state authority in Indian country;
- Must be of high moral character and integrity.

- Must not have been convicted of any felony or subject to any disciplinary proceeding under the rules and standards of professional conduct governing lawyers established by the jurisdictions where licensed or admitted to practice law or the American Bar Association’s Rules of Professional Conduct.
- Prefer one (1) or more years of experience as a practicing attorney in one (1) or more legal fields relevant to the duties and responsibilities as a Public Defender;
- Demonstrated high academic achievement;
- High level of written and oral communication skills and superior ability to advocate and persuade;
- Ability to interact constructively with people in highly emotional and adversarial situations;
- Exceptional ability to think on his or her feet and to identify and analyze legal issues and present legal theories;
- Highly independent and organized and able to manage significant number of active matters simultaneously;
- Demonstrated ability to meet deadlines;
- Well-developed interpersonal skills and ability to work in a supportive and professional manner with other attorneys, support staff and client agencies;
- Professional demeanor and appearance and enthusiasm for the law and public service;
- Thorough knowledge of and commitment to professional ethics, particularly those rules that relate to the role of a public defender;
- Excellent references with substantial personal knowledge of applicant’s legal abilities;
- Must submit to drug and alcohol testing prior to appointment.

Job Role:	Adult Criminal Court Public Defender	Department	SL Tribal Court
Employment Status	Contract	Supervision	Chief Judge
Hourly Salary Range:	\$60/hr.	Manages Others:	No
Number of Vacancies:	one		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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